



# Business Gateway



**Advisory Group Meeting  
December 14, 2005**

---



## **Purpose:**

- Inform the Advisory Group of:
  - MOU Status
  - PMA Scorecard Update
  - Funding Discussion
  - Overall Project Updates
  - Discuss December 21, 2005 Governance Board Meeting Agenda

## **Expected Outcome:**

- A clear understanding regarding key project activities and planned discussion topics for the Governance Board meeting



- Project Management Review:
  - MOU Status
  - PMA Scorecard Update
  - Funding Discussion
- Project Status Overview:
  - Portal Design
    - Look-and-Feel
  - Architecture/Infrastructure
    - Concept of Operations v.1
  - Compliance Assistance
    - Finalized Requirements
  - Content Management
    - Data Call
  - Forms Catalog
    - Recent Enhancements
- Next Steps:
  - Upcoming Governance Board Agenda
  - Meeting schedule for 2006



## ➤ MOU Status:

- Received signed MOU's from the following agencies:
  - EPA, GSA and HUD
- Agencies have 45 days from the signing of their appropriation bill to transfer funds to SBA

Summary of Agency MOU Status	
<b>Received MOU</b>	
GSA, HUD, EPA	
<b>Funding Transfer</b>	
None	
<b>Total Agencies</b>	22

## ➤ PMA Scorecard Update:

- Most agencies were GREEN for Q4 FY05 and Q1 FY06 milestones.

# E-GOV Project Management Review (Cont'd)



## ➤ Q4 FY05 Milestones

Summary of Agency OMB Milestone Scores	
Score	No. Agencies
GREEN	21
YELLOW	0
RED	1
Total Agencies	22

## ➤ Q1 FY06 Milestones

Summary of Agency OMB Milestone Scores	
Score	No. Agencies
GREEN	23
YELLOW	0
RED	0
Total Agencies*	23

- Establish a process within the agency to coordinate business content dissemination and updates to Business Gateway
- Enter all required content in Business Gateway's Forms Catalog for all forms within the agreed-upon delineation of forms.
- Establish process within the agency for maintaining form content in Business Gateway's Forms Catalog
- Establish government-wide process for surface coal mining reporting processes (applies only to DOI, DOL, and SBA).

# E-GOV Project Management Review (Cont'd)



## ➤ Funding Discussion:

- What's going on with our funding and what actions are we taking to prepare for potential funding limitations?

## ➤ Monthly Update:

- December Update

# E-GOV Project Status Overview





## ➤ Look-and-Feel:

- Presented Initial Draft Wireframe: 11/9/05
- Completed Wireframe: 12/6/05
- Graphics/Artwork for will be Completed by:  
1/31/06

## ➤ Developed *About Us* page on business.gov

- [http://www.business.gov/general/pmo\\_doc/pmo\\_documents.html](http://www.business.gov/general/pmo_doc/pmo_documents.html)





- Concept of Operation v.1:
  - Will provide the program with a high-level description of the overall portal architecture (including COMPASS)
- Hosting for the Site



- Finalized COMPASS Requirements
  - Closed-out this task and will leverage information to continue development of the Concept of Operations for COMPASS (will be included in final CONOPS v.1)
- Contractor working on development of COMPASS CONOPS
  - Document due January 3, 2006



- Q2 FY 06 Data Call
  - Received Advisory Group input concerning compliance on November 28, 2005
    - Definition of compliance assistance
    - Definition of resource types being requested
- Send out FY 06 Q2 Data Call in early January 2006
- Acquire automated tool in FY 06 Q2:
  - Aid in keeping compliance information current
  - RFI in process of being completed
  - RFP/Acquisition in the March/April 2006 timeframe



## ➤ Recent Forms Catalog Developments:

- Administrative Interface:
  - **The Reports module shall add a report that allows the Forms Management Team and Agency Forms Coordinators the ability to use drop down menus to access the Agency and Bureau forms report information.**
  - Support copying of a document to create new documents
  - Get user information reports based on groups of the users
  - Record user events in the database
  - **Database change is to support the ROCIS interface.**
- Citizen Interface:
  - **The Citizen View shall provide the ability to print an entire page**
  - The Revision Date display shall be an optional field on the Citizen side.
  - A "View All Forms" button will be added to the search options page
  - **Enhance Form Number Searches**



- Governance Board Agenda Discussion
- Conduct Governance Board Meeting
  - December 21, 1pm, SBA
  - Eisenhower Conference Room, 2<sup>nd</sup> Floor
- Meeting Schedule for 2006 Advisory Group and Governance Board Meetings
  - Will be posted on About Us page on [business.gov](http://business.gov)